TOWN OF WESTFIELD
130 PENN STREET
WESTFIELD, IN 46074

Today's Date: **6/23/2008**
Order ID: **173625**
Order Type: **Additional Business**
Company Code: **5Q6**

Executive
CINDY GOSSARD
317-896-1676 x319

ADP Sales Associate
Keith Campanelli
keith_campanelli@adp.com
317-843-7819

Number of Employees for Payroll processing : 174

Monthly Fees	Units	Annual Totals
EeT eTIMEphone Interactive Voice Response	30	$720.00
EeT Hosting	174	$12,000.00
Enterprise Accruals*	174	$1,200.00
Enterprise Software with Professional*	174	$10,800.00
Sub Total		**$24,720.00**
Discount (20%)*		**-($2,400.00)**
Sub Total Less Discount		**$22,320.00**
Clock Fees		
EeT 4500 Timeclock Ethernet Sub*		$7,020.00
Sub Total		**$7,020.00**
Discount (20%)*		**-($1,404.00)**
Sub Total Less Discount		**$5,616.00**

One Time Fees

Implementation Fees

EeT eTIMEphone Interactive Voice Response	$1,000.00
EeT Hosting	$7,000.00
Enterprise Accruals	$2,000.00
Enterprise Software with Professional	$9,000.00
Sub Total	**$19,000.00**
Sub Total	**$19,000.00**

Summary

Total Annual Fees	(Total of all annual fees)	$27,936.00
Total One Time Fees	(Total of all one time fees)	$19,000.00

Invoice Detail	Unit Fee	Units	Min
EeT 4500 Timeclock Ethernet Sub*	1 and higher $195.00 Each	3	
EeT eTIMEphone Interactive Voice Response	1 and higher $2.00 Each	30	
EeT Hosting	150 - 999 $1,000.00	174	
Enterprise Accruals*	1 and higher $0.50 Each	174	$100.00
Enterprise Software with Professional*	1 and higher $4.50 Each	174	$900.00

Contact Type	Contact	Phone
Executive	CINDY GOSSARD	317-896-1676 x319
Payroll	CINDY GOSSARD	317-896-1676 x319

Client Signature: _____

Date

Items with "" have been discounted*

Sales Associate: _____

Date

Cindy Gossard IAMC, CMC, CPFA, MMCA

From:	John Rogers
Sent:	Wednesday, August 06, 2008 10:59 AM
To:	Cindy Gossard IAMC, CMC, CPFA, MMCA
Cc:	Kerri Bell; Teresa Skelton
Subject:	Payroll Timekeeping
Attachments:	Westfield-EntEtime-Final.pdf

Cindy:

I have attached the last proposal from ADP and per your request, my cost / benefit analysis of the ADP timekeeping application. The following is a summarization of the findings;

Value Analysis

		Y1	Y2	Y3	Y4
BENEFITS					
	Increased revenue	$0	$0	$0	$0
	Reduced costs	19,960	20,958	22,006	23,106
	Avoided costs	12,360	12,854	13,369	13,903
	Yearly total	$32,320	$33,812	$35,374	$37,010
	Cumulative value	$32,320	$66,132	$101,507	$138,516
INVESTMENTS					
	One time investment	($19,000)	$0	$0	$0
	Ongoing investment	(22,320)	(24,552)	(27,007)	(29,708)
	Yearly total	($41,320)	($24,552)	($27,007)	($29,708)
	Cumulative investment	($41,320)	($65,872)	($92,879)	($122,587)
NET VALUE					
	Yearly total	($9,000)	$9,260	$8,367	$7,302
	Cumulative total	($9,000)	$260	$8,628	$15,929
	4 year net return	*$15,929*			
	Breakeven point	*2nd Year*			
	ROI	*12.99%*			

Notes:

At this time I do not see any relationship between **increased revenue** opportunities and the automation of payroll timekeeping.

Reduced costs were calculated based on interviews with associates.

Timecard mngt includes:	23hrs/mn x $25/hr x 12mns	6Ç
	Collection of timecards	
	Re-distribution of timecards for changes	
	Copying of timecards	
Mngt Review includes:	6hrs/mn x $40/hr x 12mns	2Ɛ
	Review and correction	
	Time off accounting / validation	
Clerk's Office	16hrs/mn x $40/hr x 12mns	7Ɛ

includes:	Organization and entry	
	Filing and recalling from files	
Discount on current ADP agreement		2,5
includes:	$25,000 annual spend x 10%	
Avoided cost would include paper, timecards, and 1/2 FTE at the clerk's office		12,3

Expected project **timeline - 20 weeks**.
Additional note, the first invoice from ADP will not be received until after the roll-out is complete.

Please let me know if you have any questions.

John